

3. Access Ad Hoc Reports

From the *MTCS Main Menu*,

- Use your mouse to click on the words '**Ad Hoc Selection**'

Ad Hoc Selection

The *Ad Hoc Program Selection Menu* appears on your screen.

4. Ad Hoc Program Selection Menu

From the *Ad Hoc Program Selection Menu*,

- Use your mouse to select a 'program' type
 - You can use your mouse to select more than one program

4.1 PHA Personnel

For **PHA personnel**,

- Use your mouse to select a 'level of information'
 - Housing Agency
 - Project

If you select '**Housing Agency**,' a field with your PHA code appears.

If you select '**Project**,' MTCS prompts you to select a project from the drop-down box.

- Use your mouse to select a project

Once you select an option,

- Use your mouse to click on the '**Next**' button

The *Ad Hoc Program Selection Menu* appears on your screen, and you have three options.

You can request a:

- Random tenant sample
- Standard download
- User-defined query with customized field selection

4.2 HUD Personnel

For **HUD personnel**,

- Use your mouse to select a 'level of information'
 - Field Office
 - Housing Agency
 - Project

If you select '**Field Office**,' you are prompted to select a field office from the drop-down box.

- Use your mouse to select a field office

If you select '**Housing Agency**,' you are prompted to select a PHA from the drop-down box.

- Use your mouse to select a PHA

If you select '**Project**,' you are prompted to select a project from the drop-down box.

- Use your mouse to select a project

Once you select an option,

- Use your mouse to click on the '**Next**' button

The *Ad Hoc Program Selection Menu* appears on your screen, and you have three options.

You can request a:

- Random tenant sample
- Standard download
- User-defined query with customized field selection

4.3 Access Random Tenant Sample

The 'random tenant sample' option is only available at the 'Housing Agency' level of information.

To request a 'random tenant sample,'

- Use your mouse to select the '**Random Tenant Sample**' button

The *Ad Hoc Selection Menu-Random Sample Menu* appears.

You have three selections to choose from:

- Include FSS participants
 - Exclude FSS participants
 - FSS participants only
- Use your mouse to select the option that meets your sampling needs
- Type a sample size into the 'sample size' field (this number must be greater than 30)
- Use your mouse to click on the '**Random Request Sample**' button
- A confirmation message appears on your screen that indicates your request will process by the next business day

The next day, when you access the *MTCS Main Menu*, the words '**Random Sample**' appear on your screen.

- Use your mouse to click on the words '**Random Sample**'
 - This random sample will only be available from the *Main Menu* for two weeks from your request date or until you generate another random sample.

A prompt appears that provides two options:

- Open it
 - Save it to disk
- Use your mouse to select the desired option

If you select 'Open it,' an application (such as Microsoft Excel) immediately displays your data.

If you select 'Save it to disk,' you should:

- Locate the directory where you would like to save the file
- Use your mouse to click '**Save**'
- Unzip your file with your zip/unzip application, such as 'Winzip'
- The zip/unzip application creates a new file with the converted information in a *.txt format
- Open the application where you wish to import the file.
- Follow the steps in the Help function or software documentation for instructions to import comma-separated or delimited files into your selected application.

- * Ad Hoc fields should appear in the downloaded data file in the same order they appear in the field selection (regardless of the order that you select the fields). The column names appear as the first row in the data file.

4.4 Access Standard Download

To request a 'standard download,'

- Use your mouse to select the '**Standard Download**' button

A prompt appears that provides two options:

- Open it
- Save it to disk

- Use your mouse to select the desired option

If you select 'Open it,' an application (such as Microsoft Excel) immediately displays your data.

If you select 'Save it to disk,' you should:

- Locate the directory where you would like to save the file
- Use your mouse to click '**Save**'
- Unzip your file with your zip/unzip application, such as 'Winzip'
- The zip/unzip application creates a new file with the converted information in a *.txt format
- Open the application where you wish to import the file.
- Follow the steps in the Help function or software documentation for instructions to import comma-separated or delimited files into your selected application.

- * Ad Hoc fields should appear in the downloaded data file in the same order they appear in the field selection (regardless of the order that you select the fields). The column names appear as the first row in the data file.

4.5 Access User-Defined Ad Hoc Query

To request a 'user-defined Ad Hoc query':

- Use your mouse to select a 'Type of Action'
 - To select or than one 'type of action,' use your mouse and hold down the [Shift] key simultaneously
- Select an 'Effective Date of Action'
 - To limit your time parameter, enter the date with a four-digit year (MM/DD/YYYY) in the Effective Date of Action fields. If you do not enter dates, you receive all 18 months of family data in the database that match your selection criteria.
- Use your mouse to select a 'Sorting Requirement'
 - The default is 'By Head of Household's Last Name'
- Use your mouse to click the button '**Go to Field Selection**'

The *Ad Hoc Field Selection Menu* appears on your screen.

From the *Ad Hoc Field Selection Menu*,

- Use your mouse to select a data output option,
 1. **Download now:** provides a zip file limited to ten user selected fields; excludes summary fields
 2. **Next day download:** provides a zip file of any number of fields, includes summary fields
 3. **Display data on screen:** provides an on screen report of selected fields immediately regardless of the number of fields selected
- Use your mouse to select the data fields you want to include in your query
- After you have made your field selections, use your mouse to scroll to the bottom of the page
- Use your mouse to click on the '**Run Query**' button and Ad Hoc generates your report
If you select 'download now' or 'next day download,' a prompt appears that provides two options:
 - Open it
 - Save it to disk

- Use your mouse to select the desired option

If you select 'Open it,' an application (such as Microsoft Excel) immediately displays your data.

If you select 'Save it to disk,' you should:

- Locate the directory where you would like to save the file
 - Use your mouse to click '**Save**'
 - Unzip your file with your zip/unzip application, such as 'Winzip'
 - The zip/unzip application creates a new file with the converted information in a *.txt format
 - Open the application where you wish to import the file.
 - Follow the steps in the Help function or software documentation for instructions to import comma-separated or delimited files into your selected application.
- * Ad Hoc fields should appear in the downloaded data file in the same order they appear in the field selection (regardless of the order that you select the fields). The column names appear as the first row in the data file.